

Title: Assistant Police Chief
PG: PB4
Status: Civil Service
Position Reports to: Police Chief
Department: Police Department

Class Code: 2062
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible administrative and managerial police work concerned with planning and directing the activities of one of the bureaus of the Police Department. Work is performed in accordance with established policies and procedures. An employee in this classification has considerable latitude in the exercise of individual initiative in the performance of duties and responsibilities. Assistance is provided to the Police Chief in planning and directing the activities of the Police Department, and in coordinating these efforts with those of other law enforcement agencies. Duties are performed under general supervision of the Police Chief.

ESSENTIAL FUNCTIONS:

1. Plans, directs and oversees the operation of one of the following bureaus: Investigative Support or Uniform Service of the Police Department. Ensures that optimum efficiency and effectiveness are obtained.
2. Assists the Police Chief in varied administrative, planning or coordinating functions; prepares annual operational budget for the Police Department; receives and carries out special assignments.
3. Effects changes in organizational and operational procedures to obtain desired results.
4. Confers with commanding officers to transmit departmental directives and objectives; effects authorized procedural changes; provides advice or assistance with difficult or unusual problems.
5. Takes personal charge of major incidents where unusual or very difficult circumstances exist, in the absence of the Police Chief.
6. Studies crimes and other reports to determine trends.

ADDITIONAL RESPONSIBILITIES:

1. May serve as acting Police Chief when assigned.
2. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of modern principles and practices of police administration and police operations.
2. Extensive knowledge of federal, state, and local laws and ordinances, and court rulings which govern and affect police operations and practices.
3. Extensive knowledge of the City, including its geography, types of business activities, and areas of high crime incidence.
4. Thorough knowledge of the principles of management, including functions concerned with personnel, public finance and budgeting, and of administrative and supervisory practices and methods.
5. Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the work of the department.
6. Skill in the use of firearms and other police equipment.
7. Ability to plan, organize and effectively direct the operations of a bureau of the Police Department.
8. Ability and willingness to effectively speak before public groups on topics related to the Department and law enforcement.
9. Ability to understand and carry out oral and written instructions.
10. Ability to prepare clear and comprehensive reports and letters.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.
The job risks exposure to no significant environmental hazards.
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Sixty (60) credit hours from an accredited college/university.
2. Minimum of nine and one half (9 1/2) years continuous service as a sworn law enforcement officer with the Lakeland Police Department, including one (1) year as a Police Captain.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must maintain certification as a Law Enforcement Officer from the Florida Criminal Justice Standards and Training Commission.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.